



## DISCIPLES CHURCH EXTENSION FUND JOB DESCRIPTION

**Job Title:** Marketing Production Coordinator  
**Classification:** Full-Time, Exempt  
**Reports to:** Director of Marketing  
**Location:** Remote within the United States

### ORGANIZATIONAL OVERVIEW:

At Disciples Church Extension Fund, a faith-based nonprofit organization, we empower congregations to build vibrant, impactful ministries by providing ministry, financial resources, and expertise. As a general ministry of the Christian Church (Disciples of Christ) in the United States and Canada, we are committed to serving with integrity, excellence, and a deep sense of partnership. We believe in creating *Holy Places* where communities connect with God and each other.

Join us and make a tangible difference in the lives of congregations everywhere.

**SUMMARY:** As the Production Coordinator, you will assist the Director of Marketing in evaluating, establishing, and implementing the annual marketing strategy plan. Following the guidance of the Marketing Director, you will support the organization's overall goals by developing and executing various marketing projects, ensuring brand consistency and timely delivery. Additional responsibilities include managing production timelines and logistics, maintaining contact lists and files, coordinating with vendors, and providing quality control across marketing activities.

### KEY RESPONSIBILITIES:

- **Production Support:** Assist with the production of digital and print marketing materials. Support scheduling, creation, and quality control of various marketing activities and materials. Identify and resolve production issues as needed to mitigate stopgaps as they arise.
- **Asset Management:** Organize and maintain digital asset libraries, ensuring easy access to images, videos, and design elements for marketing campaigns. Maintain marketing materials inventory and order materials as needed, including swag and apparel. Collect and maintain audience contact lists for marketing campaigns.
- **Vendor Management:** Monitor progress, manage deadlines, and communicate updates to relevant stakeholders regarding marketing production outsourced to external vendors. Ensure that client and vendor contact lists are accurate and current.
- **Creative Coordination:** Collaborate with the marketing team to ensure marketing materials align with brand guidelines and project timelines.
- **Administrative Support:** Provide marketing administrative assistance, including but not limited to event planning and implementation.
- **Content & Copy Production:** Assist with copy and content writing as needed to ensure compelling marketing materials that educate and encourage participation in the mission of the organization.
- **Other Responsibilities:** Perform other duties as assigned to support the organization's mission and objectives.

### SUPERVISORY RESPONSIBILITIES:

- None

**EDUCATION & EXPERIENCE:**

- Bachelor's degree or certification in Communications, Marketing, Event Planning, or a related field. Relevant work experience may substitute for education.
- Minimum two (2) years of relevant professional experience in a related field.
- Highly proficient in Microsoft 365 and Google Workspace.
- Working knowledge of digital marketing platforms and social media management tools preferred.
- Excellent written and verbal communication skills for cross-functional collaboration and conveying project needs.
- Demonstrated strong customer service skills, focused on delivering positive outcomes and building rapport.
- Strong critical thinking and problem-solving skills.
- Acute attention to detail with a meticulous focus on accuracy and consistency.
- Ability to work independently and collaboratively in a dynamic environment, balancing priorities and projects.
- Strong time management skills with the ability to meet deadlines and manage multiple projects.
- Creative thinker with the ability to generate fresh ideas.
- Self-directed with a continued interest in skill improvement and emerging technology.
- Understanding of and commitment to the mission, vision, and core values of Disciples Church Extension Fund and the Christian Church (DOC).

**TRAVEL:**

- Up to 15% for various events
- Must live within 1 hour of a major airport

**PHYSICAL/ENVIRONMENTAL DEMANDS:**

- Hybrid office environment
- Occasional lifting to 40 lbs.
- Long periods of sitting at a desk on a computer

**BENEFITS:**

We offer a comprehensive benefits package that includes health, dental, and vision insurance for employees and their dependents, employer-paid life insurance, generous paid time off that includes vacation and sick/personal time, fully funded pension plan, robust employee assistance program for employees and their dependents, paid parking, and ample opportunities for professional development and growth.

**EEOC STATEMENT:**

*Disciples Church Extension Fund (DCEF) is an Equal Opportunity Employer committed to providing a workplace free from discrimination or harassment. We expect every member of the DCEF community to do their part to cultivate and maintain an environment where everyone feels included and is afforded the respect and dignity they deserve. We are committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other characteristic protected by federal, state, and local laws.*

Click to apply: <https://dcef.bamboohr.com/careers/15>  
Questions? Email [hr@disciplescef.org](mailto:hr@disciplescef.org) with the subject line: Production Coordinator